

## Yr Hafod Risk Register

## Pre-amble

- \* The following risk assessments have been carried out by the Hafod Management Committee and must be observed by all.
- \* The Leader in Charge is the leader present with overall responsibility for the group.
- \* The risk scores are calculated by multiplying the likelihood of a risk causing harm by the expected severity of that harm.
- \* The following descriptions have been used to determine the risk scores:-

<b>Likelihood</b>	<b>Severity</b>
1 Unlikely	1 Negligible / Insignificant injury (e.g. bruise, winding or temporary pain)
2 Possible	2 Low / Minor injury (e.g. minor cuts or grazes)
3 Good chance of happening	3 Medium / Moderate injury (e.g. sprained ankle or twisted knee)
4 Likely	4 High / Severe injury to limb (e.g. broken arm, dislocation or heavy bang to the head)
5 Almost certain	5 Very high / Serious injury or death (e.g. multiple fractures, major bleeding or unconsciousness)

- \* The risk scores are used as an indicator to the overall level of risk and are not a precise science.
- \* The Hafod Management Committee considers the risk scores fall into the following three categories:-

Low risk	6 and under
Moderate risk	7 to 12
Significant risk	13 and over

Severity score	Likelihood score				
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

## Yr Hafod Risk Register

## Fire risk assessment

Ref	Possible Risk	L	S	T	Safeguards / Actions	L	S	T
1	Fire started outside the kitchen	2	4	8	Central heating reduces potential sources of ignition. Boilers are electrically isolated by the fire alarm when it is triggered. Wiring is inspected every five years. Adequate fire extinguishers are located throughout.	1	4	4
2	Fire started in the kitchen	2	4	8	Cooker and extractor fan are deep cleaned annually to remove fat and grease build up. Fire blanket located next to the cooker and gas safety cut off installed.	1	4	4
3	Fire / smoke spread through the building	4	4	16	Leader in Charge to ensure all internal fire doors are closed at night. Fire doors inspected during courses.	1	4	4
4	Occupants unaware of the outbreak of fire	4	5	20	Leader in Charge to test fire alarm on arrival and to brief occupants to meet at far side of car park on hearing it. Leader in Charge to conduct a head count and look for missing persons if safe to do so.	1	5	5
5	Occupants unable to escape	3	5	15	Leader in Charge to brief occupants on escapes routes on arrival and to ensure rear fire door is unlocked when the building is in use. Emergency lighting is fitted throughout the building and tested every six months.	1	5	5
6	Fire safety systems fail	2	4	8	Fire alarm and extinguishers checked during courses and every six months by external inspector.	1	4	4
7	Storage of flammable materials	4	3	12	Where possible, flammable materials to be removed from the building. Remaining flammable materials to be stored securely away from sources of ignition.	2	3	6
8	Smoking	4	2	8	No smoking allowed in or near the building. Leader in Charge to make all visitors and occupants aware of the designated smoking area on the far side of the car park.	1	2	2
9	Bulk gas storage	1	5	5	Annual check by gas supplier. No naked flames or smoking near the tank or pipe. Any reports of gas being smelt must be investigated and noted as a near miss by the Leader in Charge and reported to Hafod.	1	5	5

## Yr Hafod Risk Register

## Water risk assessment

Ref	Possible Risk	L	S	T	Safeguards / Actions	L	S	T
1	Water supply is not safe to drink ( <i>Note: this should be assumed if the electrical supply fails</i> )	2	2	4	System thoroughly checked annually. Local Council conduct water supply tests annually. If supply is suspected as not safe to drink, all water must be boiled before use and signs put up to inform visitors and occupants.	1	2	2
2	Water supply fails	1	2	2	Seek another source of water (YHA, farm, boiled stream water etc.)	1	2	2
3	Legionnaires disease in the supply	2	4	8	Leader in Charge to run all showers and taps on arrival for three minutes.	1	4	4
4	Water storage tank on the hill becomes contaminated	2	4	8	Tank has constant flow of water through it. Tank inspected annually and cleaned as necessary.	1	4	4

## Yr Hafod Risk Register

## Building risk assessment

Ref	Possible Risk	L	S	T	Safeguards / Actions	L	S	T
1	Slips, trips and falls around the outside of the building after dark	3	3	9	Floors and grounds kept in good condition. Motion sensitive outside lighting installed. Handrails provided at the steps into rear building. Spills dealt with immediately and floors mopped at the end of the course.	2	3	6
2	Tripping on steps between the old and new parts of the building	3	3	9	Leader in Charge to advise participants on arrival.	1	3	3
3	Falling from top bunks	2	2	4	Bunks are fitted with high sides and anchored to the walls.	1	2	2
4	Burns and scalds in the kitchen	3	3	9	Kitchen to be shut to participants when deemed appropriate by the Chef.	2	3	6
5	Scalds outside of the kitchen	2	3	6	Taps and showers fitted with thermal limiters. Hot water boiler tap springs off.	1	3	3
6	Injuries from sharp edges	2	3	6	Sharp knives to be used in the kitchen. Tins and glass to be thrown out as soon as possible.	1	3	3
7	Electrical shocks	2	3	6	Wiring inspected every five years. All equipment to be visually inspected before use and any defects reported to the Leader in Charge and Hafod and put out of use as appropriate.	1	3	3
8	Chemical injuries	2	4	8	COSHH assessments in place and chemicals locked away.	1	4	4
9	Lifting & handling	2	4	8	Everyone is reminded to exercise their own judgement when lifting heavy objects.	1	3	3
10	Repetition of incidents	2	2	4	All accidents, near misses and incidents must be recorded by the Leader in Charge and reported to Hafod. Appropriate action undertaken as required.	1	2	2